Koorda Community Grants Program (CGP) Application Form

Round 1: Applications open on 1 July and close 31 July. To be considered at the Public Ordinary Council Meeting in August. Acquittal Due: 28 February.

Round 2: Applications open on 1 November and close 30 November. To be considered at the Public Ordinary Council Meeting in December. Acquittal Due: 25 June.

Late applications will not be accepted.

APPLICATION ROUND/YEAR	
Which financial year are you applying for? *(Eg; 2023/2024)*	2023/24
What round are you applying for? *(Eg; Round 1)*	Round 2

APPLICATION ROUND/YEAR	
Group/organisation name:	Koorda Community Garden
Postal address:	PO Box 117, Koorda WA 6475
ABN:	
Does your group/organisation have Public Liability Insurance?	☐ Yes (please attach a copy of your Certificate of Currency) ☒ No - you will need an auspicing organisation to apply for the CGP that has a Certificate of Currency)
Is your group/organisation (or auspicing organisation) registered for the Goods and Services Tax (GST)?	☒ Yes ☐ No - please complete and attach a Statement by Supplier form available on the ATO website. *If your group is required to be registered but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.* *If your group is not required to be registered for GST, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.*
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	☐ Incorporated Association ☐ Not for Profit Company or charity ☒ Other (please specify) Unincorporated Association *If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.* *Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.*

GROUP/ORGANISATION CONTACT PERSON	
Contact Title & Name: *Eg. Mr John Smith*	Corinne Graham
Position title in the group/ organisation:	Coordinator
Contact Numbers:	0418 257 938
Email:	corinnegraham@gmail.com

GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
Contact Title & Name: *Eg. Mr John Smith*	Lea Smith
Position title in the group/ organisation:	Volunteer
Contact Numbers:	0448 112 349
Email:	lsmithinkda@yahoo.com.au

AUSPICING ORGANISATION (IF APPLICABLE)	
Auspicing organisation Name:	Koorda Community Resource Centre Inc
ABN of auspicing organisation:	20323796243
Contact Person Title & Name: *Eg. Mr John Smith*	Mrs Kim Storer
Position title in the group/ organisation:	Manager
Contact Numbers:	9684 1081
Email:	manager@koordacrc.net.au

ABOUT GROUP/ORGANISATION

Briefly describe your group/organisation's aims?

The community garden provides a space that is accessible for all community members to come together, interact, foster a sense of belonging and build social connections. The community garden provides access to fresh, locally grown produce and promotes sustainable environmental practices, such as composting, water conservation and organic gardening methods. It is our goal to provide cross generational interaction through engaging with groups such as the youth group and the Koorda Primary School to facilitate the exchange of knowledge, skills, and experiences. The success of the Koorda Community Garden has come about from laying solid foundations and planning to ensure the gardens longevity and will continue to align with the specific needs of the local community.

The services/activities your group/organisation provide to the community?

Gardening is known to have physical and mental health benefits, the Koorda community garden provides a space for exercise, stress relief, and overall well-being, as well as providing access to fresh produce that can contribute towards a healthier diet.
Workshops and small community events create spaces where our keen gardeners and members of the community can connect on a social level, strengthening community bonds and enhancing social cohesion.
The community garden has an aesthetic appeal to both community members and visitors and travellers that frequent the area as an overnight stop.

Which are your main target groups?

- ☒ General Community
- ☐ Children 0-10
- ☐ Youth 11-25
- ☐ Women
- ☐ Men
- ☐ Seniors
- ☐ Aboriginal and Torres Strait Islander people
- ☐ People with disabilities and/or carers
- ☐ Other (please specify) _____

If your application is successful, how will you recognise the Shire of Koorda's contribution to this project?

- ☒ Press release
- ☒ Annual Report
- ☒ Social Media
- ☒ Flyers
- ☒ Banners/Posters
- ☒ Equipment: a sticker or plaque attached, where possible, on the item/s purchased recognising the Shire's contribution.
- ☐ Other (please specify) _____

Has your organisation received funding from the Shire in the last two years?

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- ☒ No - skip to Project Details
- ☐ Yes - please answer below questions

If applicable, please list the years and amounts of funding from the Shire in the last two years.

Year: _____ Amount: _____

Year: _____ Amount: _____

If applicable, has your organisation provided an acquittal to the Shire for each grant?

- ☐ Yes - The organisation's acquittal has been received by the Shire.
- ☐ No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.

PROJECT DETAILS	
Project Title	Solid Foundations

Please outline your project/funding request?

To install a concrete slab and erect a small garden shed for members tools and equipment. This will provide security for members gardening tools and equipment. Enable us to have a safe and sturdy designated storage space which will help to keep tools organised and reduce the risk of accidents, and providing easy access to tools and equipment. Provide protection from the elements to prevent natural occurring damage and expand the longjevity and use of tools and equipment. Overall a storage shed will contribute to the functionality, security, and sustainability of the gardening space, promoting a positive and organised environment for community members. Firm footings for the installation of a picnic bench will create an inviting and comfortable atmosphere that will entice people to visit and enjoy the space. Positioning the bench in a picturesque spot within the community garden that offers vibrant flowers, lush plants and interesting garden features will enhance the overall experience. By combining these elements, the bench will create an enticing environment that will encourage people to visit and enjoy the Koorda community garden.

Funding Requested (excluding GST)	1360.00
Total Project Cost (excluding GST, please include in-kind and financial sources and contributions)	3976.56

On what date/dates will your project/initiative start and finish? (Please attach a timeline for you project if applicable)

As attached

How and where will your project/purchases take place?

Wherever possible we will source materials locally to support community businesses.We are dedicated to ensuring that every dollar of the grant funding is maximised to achieve the projects goals. In keeping with the timeline, we have allowed up to 60 days to complete the project, allowing for unexpected hold ups, delays in deliveries and inclement weather. The project will be located at the Koorda Community Garden

What is your group/organisation's contribution to your project? Please include in-kind and financial sources and contributions.

The members and supporters of the Koorda community garden will contribute to the project by taking charge of the catering aspect. While our role may not involve physical labour we recognise the importance of providing fresh food and refreshments to the hardworking individuals who will be providing the labour. By being responsible for catering we can contribute to the success of the project by not only providing nourishing meals but also to enhance the overall experience for the hardworking volunteers, fostering a sense of community and shared purpose.

How many people do you anticipate will attend your event or participate in your project/initiative once completed? (reference should be made to those anticipated to attend/participate from within the Shire of Koorda, and those from the outer regions)

Members will be the direct beneficiaries of the additions. A well maintained and inviting community garden brings community pride and serves as a hub for social cohesion. Community members and visitors to our town will be able to share in the fresh produce when it is in season. The Koorda community garden can serve as an asset to the local community and play a pivotal role in enhancing the overall quality of life in the community and fostering a sense of shared responsibility and pride.

Explain how you know the project is needed and supported by the Community, and explain what benefits will your project/initiative deliver to the Koorda community?

We appreciate the opportunity to share more about our project and its significance within the Koorda community. The garden continues to garner community support and engagement and enhancing this communual space will foster community bonds, encourage involvement and the inter generational exchange of skills and practices. Garden members have been involved in the planning and will be involved in the implementation and maintenance. This project aligns with the community's vision for a more vibrant and sustainable Koorda.

Name any other group/individuals that will be involved in the project? (please attach letters of support)

Department of correctional services - In-kind labour and equipment
Koorda Community Resource Centre - In-kind application and acquittal support, advertising
Koorda Community Men's Shed - In-kind labour and equipment

If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?

Having a a small storage shed offers several practical benefits that will contribute to the longevity, stability and functionality of the structure. Along with a solid concrete base to provide a level foundation that will help prevent shifting of the shed over time, ensuring its long-term structural integrity. With a resistance to moisture which helps to prevent ground level dampness and gives protection to the tools, equipment and other items that are stored. Providing a level surface for easy access and safety as well as a stable, durable and low maintenance foundation.
Creating a solid base for the installation of a picnic bench will ensure its stability and safety. The bench will make the overall appearance of the community garden aesthetically pleasing and functional for an extended period, helping to optimise the investment and making it an integral part of creating inviting and secure outdoor areas for everyone to enjoy.

If your application is unsuccessful, or only partly funded, in the CGP, how will the project be delivered?

We will explore alternative funding sources and financial strategies if the projects funding application is rejected such as;
* Explore other grant opportunities that have specific criteria or focus areas that align with the project.
* Review the projects budget and identify areas where costs can be optimized withough compromising the projects objectives
* Consider breaking down the project into phases and implementing it incrementally based on the availability of funds
*Leverage community resources by seeking in-kind contributions, donated materials and volunteer labour
* Approach funding challenges with flexibility and creativity to secure the necessary resources for the projects success

PROJECT INCOME

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL IN-KIND AND CASH CONTRIBUTIONS.

Use https://gstcalculator.com.au/ to obtain the amounts excluding GST.

In-kind hours: Please visit https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/ to determine your organisations in-kind hours for the project.

PROPOSED PROJECT INCOME	BUDGET (ex GST)	STATUS
For example: CGP grant request	*1,000*	*Unconfirmed*
For example: Own organisation cash contribution	*500*	*Confirmed*
For example: Own organisation in-kind contribution	*200*	*Confirmed*
For example: Lotterywest Grant	*2,000*	*Pending*
CGP grant request	1360.00	Pending
Department of correctional services in-kind contribution	2016.72	Pending
Koorda Community Resource Centre in-kind contribution	248.90	Confirmed
Koorda community men's shed in-kind contribution	112.04	Confirmed
Advertising in-kind	238.90	Confirmed
Total Income:	3976.85	

PROJECT EXPENDITURE	BREAKDOWN (ex GST)	FUNDING SOURCE
For example: Newspaper Advertisement	*500*	*CGP*
For example: Purchase of chairs and tables	*500*	*CGP*
For example: Venue hire	*200*	*Own organisation in-kind contribution*
For example: Bouncy castle hire	*2,000*	*Lotterywest*
Koorda Ag Parts - Concrete mix preparation and operator	360.00	CGP
Small garden shed	1000.00	CGP
Narkal Notes Advertising	248.90	Koorda CRC - In kind
Grant preparation and acquittal	238.90	Koorda CRC - In kind
Labour provided by Dowerin work camp	2016.72	In Kind
Koorda Men's Shed In-Kind labour	112.04	In Kind
Total Expenditure:	3976.56	

DECLARATION FROM ORGANISATION			
We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.			
Signed by TWO senior members of organisation:			
Full name:	Corinne Grahan	***Full name:***	Lea Smith
Position title:	Coordinator	***Position title:***	Volunteer
Signature:	C Grahan	***Signature:***	L. Smith
Date:	28th November 2023	***Date:***	28th November 2023

DECLARATION FROM AUSPICE ORGANISATION (if applicable)			
We declare that no funding will be returned to the auspice organisation in the form of fees, administration, costs, etc. We agree to manage the funds on behalf of Koorda Community Garden and abide by the CGP Guidelines.			
Signed by TWO senior members of organisation:			
Full name:	Kim Storer	***Full name:***	Linda Longmuir
Position title:	Manager	***Position title:***	Chair
Signature:	K. Storer	***Signature:***	L. Longmuir
Date:	28th November 2023	***Date:***	28th November 2023

CHECKLIST

Please ensure you have:

- ☒ Read the application guidelines carefully
- ☒ Completed **ALL** sections of the Application Form
- ☒ Attached copies of quotes/pricing for all expenditure requested through the CGP
- ☒ Attached a copy of the Certificate of Currency for Public Liability Insurance
- ☒ Attached a Letter of Support from the auspice organisation (if applicable)
- ☐ Attached a Statement of Supplier (if applicable)
- ☒ Attached a Project timeline (if applicable)
- ☒ Attached any Letters of Support from other groups.

For assistance with your application or to have it proofed before submission, please email to ceo@koorda.wa.gov.au

Please send this application via one of the following:

Mail
Shire of Koorda
PO BOX 20, Koorda WA 6475

Email
ceo@koorda.wa.gov.au

In person
10 Haig Street, Koorda

Koorda
Community Resource Centre
Your local connection

41 Railway Street
KOORDA WA 6475
ABN: 20 323 796 243
P: (08) 9684 1081
E: manager@koordacrc.net.au

Tuesday, 28 November 2023

Subject: **Auspicing agreement for the Koorda Community Garden grant application**

Dear Members of the Koorda Community Garden,

After a consultation with the committee members of the Koorda Community Resource Centre, I am writing to formally acknowledge and grant approval for the auspicing request submitted by Corinne Graham on behalf of the Koorda Community Garden After a thorough review of the grant application, it is evident that the community garden aligns with our mission and goals, and we recognise the significant impact your project can have on the community. The meticulous planning, clear objectives, and well-defined budget presented in your proposal further strengthen our confidence in your ability to execute the project successfully.

We are pleased to inform you that the Koorda Community Resource Centre has agreed to auspice the Koorda Community Garden for the duration of the project outlined in the grant application. As auspicing organisation, we will provide the necessary support and oversight to ensure the successful implementation of the project, in accordance with the terms and conditions specified in the grant agreement. We are committed to working collaboratively with the Koorda Community Garden to monitor progress, address any challenges that may arise, and ensure compliance with all relevant guidelines.

We look forward to a successful partnership and the positive outcomes that will undoubtedly result from the implementation of your project. If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for the opportunity to support and contribute to the success of the Koorda Community Garden in achieving its objectives.

Yours sincerely

K. Storer

Kim Storer
Manager

Proudly supported by

Department of
Primary Industries and Regional Development

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22/11/2023

To Whom It May Concern,

CONFIRMATION OF INSURANCE CERTIFICATE

This is to certify that undermentioned Insurance Policy has been issued and is current until 4:00pm on 30/04/2024.

Insured's Name:	KOORDA COMMUNITY RESOURCE CENTRE INC
Class:	Professional Risks Insurance
Policy Number:	AL-000859-2023
Insurer:	Professional Risk Underwriting Pty Ltd (PRORISK)
Period of Insurance:	17/11/2023 to 30/04/2024 at 4:00pm local standard time
Limit of Liability:	Public Liability – $20,000,000 any one occurrence Products Liability – $20,000,000 any one period of insurance
Brief Details of Cover:	Liability With Respect to the Occupation of Community Resource Centre including drive-in and associated cafe operation

This is to certify that the above policy is current to the expiry date show above unless cancelled in the meantime, subject to the Terms and Conditions of the policy.

Disclaimer:
The information provided is a summary only and does not amend, extend, alter or set out the full terms of the policy referred to nor do we confirm or warrant the Insurance cover is in force at the date of this advice. You must always refer to the policy for full details and to the extent of any inconsistency the policy prevails. The policy is also subject to the operation of the Insurance Contracts Act 1984 (cth), including in particular, the insurer's rights under section 28 in relation to pre contractual non disclosure or misrepresentation. We will not provide any updates in relation to the policy to any third party unless we specifically agree to do so in writing with the third party.

Adam Weaver
Authorised Representative No 1243728
PO Box 711
OSBORNE PARK WA 6916

P: (08) 6234 1876

M:0439 510 152

E: adam@breslandinsurance.com.au

Koorda Ag Parts

Allenby Street
KOORDA, WA 6475

Tax Invoice

Tax Date	Invoice No
20/11/2023	30069

Invoice To:	Ship To:
Koorda Community Garden Corinne Graham	

P.O. Number	Terms	Rep	Ship Date	Ship Via	F.O.B.	Project
			20/11/2023			

Quantity	Item	Description	Unit	Price	TAX	TAX AMT	Amount
1	Shed Kit O...	Shed Kit Only - Delivered 3m x 3m x 2.06m Absco	ea	1,000.00	GST	100.00	1,000.00

Tax Summary
GST 100.00;

Subtotal	$1,000.00
Tax	$100.00
TOTAL	$1,100.00

Phone #	
Company Business Number	33 954 189 553
(08)96 841 252	

Koorda Ag Parts

Allenby Street
KOORDA, WA 6475

Estimate

Date	Estimate #
24/11/2023	1149

Name / Address
Koorda Community Garden Corinne Graham

Project

Qty	Description	Tax	TAX Amt	Rate	Total
0.9	Cubic metre of concrete - mixer, cement, sand and operator (3m x 3m x 100mm)	GST	36.00	400.00	360.00

Tax Summary
GST 36.00;

Subtotal	$360.00
Tax	$36.00
Total	$396.00

Company Business Number	33 954 189 553

Signature _____

PROJECT TIMELINE

START

14 days (completed)	5 days	1 day	4 days	2 weeks	1 day
PLANNING	**CONCRETE DELIVERY AND MIXING**	**WORK FORCE**	**SITE PREPARATION**	**FORMWORK AND REINFORCEMENT**	**POURING AND FINISHING**
Define scope and requirments	Order 400kg of cement mix from local supplier	Engage Correctional services to provide labour	Clear the construction site of any debris or obstacles	Set up formwork to define the shape and dimensions of the slab	Pour the concrete into the formwork
Research suppliers	Mix concrete on site		Excavate and level the area to required depth for the slab	Install any necessary reinforcement, such as wire mesh	Level and smooth the surface using finishing tools
Get quotes	Take delivery of garden shed				Allow time for concrete to cure properly
Complete and submit the application for CGP					

FINISH

1 - 2 weeks	1 day	1 day	1 day	2 days	2 days
CURING	**REMOVAL OF FORMWORK**	**EXPANSION JOINTS AND SEALING**	**CLEAN UP AND FINAL INSPECTION**	**PROJECT COMPLETION**	**ACQUITTAL**
Ensure barriers are erected to prevent any damage or indents before concrete cures	Once the concrete has sufficienty cured, remove the formwork	Install any necessary expansion joints to allow for movement	Clean the construction site	Document the completion of the project	Collect and prepare all invoices and complete the acquittal for the project
Keep the slab moist to ensure proper curing		Seal the slab to protect it from the elements and enhance durability	Conduct a final inspection to ensure the slab meets quality standards	Hand over any relevant documentation required for evaluation	Submit an invoice to the Shire of Koorda

TOTAL DAYS = 60